

Maxon Furniture Inc.
Schedule 71 Office Furniture
Multiple Award Schedule GS-28F-0013K

GSA Customer Information Sheet

For use in conjunction with the GSA approved Maxon Furniture Inc.
Pricebook dated **January 2017**

FSC Class 7110
Contract Period-April 7, 2010-April 6, 2020
Contract Number GS-28F-0013K
NAICS Code 337214



For more information on ordering from Federal Supply Schedules, click on the FSS button at
<http://www.fss.gsa.gov>

Contractor Information:

www.maxongsa.com

Maxon Furniture Inc.
2210 Second Avenue
Muscatine, IA 52761

Phone: 800-876-4274

Fax: 800-257-2635

Contract Administration: 800-876-4274

Business Size: Large

CCR Information

Tax ID Number: 42-1295118

DUNS Number: 067694315

CAGE Code: 1QKD6 (Contractor Location)

Maxon Furniture Inc.

GSA Customer Information Sheet

Version 5.2017

1a. Special Item Numbers (SIN)

SIN #	Item Type	Pricebook Page Numbers
711-1	Furniture Systems	Refer to pages 21-166
711-2	Computer Furniture	Refer to pages 167-212
711-3	Filing and Storage Cabinets	Refer to pages 229-250
711-11	Conference Tables	Refer to pages 213-228
711-93	Reconfiguration Services	Not to exceed \$65.00 per hour
711-94	Design/Layout Services	Not to exceed \$65.00 per hour
711-95	Installation Services	Standard Installation Conditions-Not to exceed \$55.00 per hour (Min. \$165.00) Non-Standard Installation Conditions-Not to exceed \$65.00 per hour (Min. \$165.00) See page 6 for Standard/Non-Standard Condition definition. The Maxon Government Services Checklist is required to be submitted with all quotes and orders.
711-99	New item Introduction	As implemented

1b. Lowest Priced Models

SIN #	Model	Standard Lead Time 30 Days ARO
711-1	M-FTSB24	\$2.04
711-2	M-MDEC	\$4.24
711-3	M-ICCAHR12	\$2.86
711-11	M-PPGNB	\$10.20
711-93	1 Hour	Not to exceed \$65.00 per hour
711-94	1 Hour	Not to exceed \$65.00 per hour
711-95	1 Hour	Not to exceed \$55.00 Standard Conditions/Not to exceed \$65.00 Non-Standard Conditions

1c. Hourly Rates

2. Maximum Order

Not Applicable

3. Minimum Order

\$500,000 Net

4. Geographic Coverage

\$50 Net

5. Point of Production

48 Contiguous States and the District of Columbia (CONUS, POE)

6. Discounts From List

Muscatine, Iowa

Discount from list prices or statement of net price:

List Value	Standard Lead Time 60 Days ARO
0-\$30,000	79.6%
\$30,001-\$80,000	81.1%
\$80,001-\$235,000	81.8%
\$235,001-\$450,000	82.7%
\$450,001-\$650,000	84.0%
\$650,001>	85.2%

***Standard freight charge of \$120.00 for orders less than \$8,000 list shall be included**

7. Quantity Discounts	Refer to item 6 (Volume Tiers)
8. Prompt Payment Terms	1% 20, Net 30 Days from date of invoice, excludes credit card transactions
9a. Credit Cards	Accepted below micropurchase threshold
9b. Credit Cards	Accepted above micropurchase threshold
10. Foreign Terms	None
11a. Time of Delivery	60 days ARO, orders conforming to routine commercial criteria may be accorded shorter lead times. Orders which require delivery dates in excess of 30 days shall specify a "do not ship prior to..." instruction".
11b. Expedited	Products may be available for expedited delivery subject to published program limitations.
11c. Overnight and 2 Day Delivery	Selected items may be available for Overnight or 2 day delivery; subject to applicable charges
11d. Urgent Requirements	Available per I-FSS-140-B, please contact Maxon Customer Support
12. F.O.B. Point	Destination
13a. Ordering Address	2210 Second Avenue Muscatine, IA 52761
13b. Ordering Procedures	Orders may be placed via electronic ordering. Refer to FAR 8.405-3 for further information
14. Payment Address (Remit To)	13371 Collections Center Drive Chicago, IL 60693
15. Warranty Provision	Commercial warranty in GSA approved pricebook applies
16. Export Packing Charges	Available upon request, contact Maxon Customer Support
17. Credit Card Terms	None
18. Rental, Maintenance & Repair	N/A
19. Installation	Negotiated on a project basis by the ordering activity involved, inclusive of IFF. A line item shall reflect installation charges on awarded contract. Not to exceed \$55.00 per hour Standard Installation; Not to exceed \$65.00 per hour Non-Standard Installation, see page 6.
20. Repair Parts	Available upon request per standard commercial practice. Contact Maxon Customer Support.
20a. Other Services	Design and/or reconfiguration services are available; Hourly rates are not to exceed \$65.00 per hour for each service.
21. Service and Distribution	Contact Customer Support Servicing Dealer/Participating Representative list, 800-876-4274
22. Participating Representatives	Contact Customer Support for Servicing Dealer/Participating Representative list, 800-876-4274

23. Preventative Maintenance	N/A
24a. Environmental Attributes	Systems, Storage and Freestanding product lines are SCS Indoor Advantage Gold and BIFMA Level II Certified
24b. Section 508 Compliance	N/A
25. DUNS Number	067694315
26. SAM Notification	SAM registration is current
27. Uncompensated Overtime	N/A
28. Changes or Cancellation	All cancellations must be submitted to Maxon Customer Support in writing. Changes or cancellations may be made on standard lead-time orders up to 24 hours after acknowledgement has been sent at no charge to the customer. After production has begun, only costs incurred will be billed to the customer if merchandise is not resold within a reasonable period of time (3 months). Any changes or cancellations after that time must be submitted to Customer Support for approval. If approved, customer will be held responsible for all labor and material costs incurred prior to the change and/or cancellation. There is no financial penalty for additions to orders, however, any change may cause the order to be re-scheduled. All order changes must be submitted in writing, regardless of the dollar value. Order changes are not binding upon the Contractor until a new acknowledgement is issued.
29. Restocking	All products are custom manufactured for the customer. The Contractor maintains no finished goods inventory. If the customer orders products in error, the Contractor will work with the customer to suggest the most cost-effective solution. If the Contractor approves a product return, a minimum 25% handling and recycling fee based on the invoice amount will apply to all returns for customer convenience. All products are subject to return only if authorized by the Contractor on a Return Goods Authorization (RGA) form furnished by the Contractor. Merchandise must be returned in original shipping cartons with proper inner packing. Acceptance of returned merchandise is subject to inspection and credit will be issued only if merchandise is received in saleable condition. No credit will be issued for products that have been assembled. Returned merchandise should be forwarded with transportation charges prepaid. Returns must be made within 30 days after authorization is issued.

30. Freight Handling

In the unfortunate event that freight damage or loss occurs on shipments, the Contractor provides a service for filing freight claims with our carrier if proper procedures are followed. Call Maxon Customer Support immediately to initiate the replacement and claim process. Consignee is responsible for inspecting deliveries and verifying carton counts; noting any visible damage or shortages on delivery receipt before signing. Signing "subject to inspection" does not qualify as signed damage. If noted on the delivery receipt, damaged items can be refused and returned with the carrier or the item can be accepted. If accepted, the damaged merchandise must be held until the claim is settled. Concealed damage claims: the Contractor is not responsible for claims if Customer Support has not been notified within 10 days of receipt of goods. Customer may make no deduction under any circumstances resulting from freight claims when settling invoices with the Contractor. Call Freight Claims to check claim status if consignee has not been contacted by carrier after 30 days.

Standard vs. Non-Standard Rate Definition

Standard installation services will be performed on a project by project basis by a servicing dealer not to exceed the standard hourly rate. Non-standard installation services will be performed on a project by project basis by a servicing dealer not to exceed the non-standard hourly rate. Any non-standard conditions below will deem the entire project as non-standard and based on the non-standard hourly rate listed above. The minimum order for installation shall be \$165.00. Rates will be calculated on whole hours for installations above the minimum installation order amount (\$165.00); 0-30 minutes will be rounded to the previous whole hour and 31-60 minutes will be rounded to the following whole hour.

Standard installation services shall include the following:

Monday through Friday 8:00 A.M. to 4:00 P.M. local time; ground floor of the facility, for other than ground floors a working elevator that will accommodate all products must be available free of charge; loading dock must be available and able to accommodate vehicles up to a 53' tractor/trailer when applicable; within a 50 mile radius of the servicing dealer; area will be free of all other trade personnel; adequate facilities for delivery, unloading, moving and staging/storing the product during the installation process shall be provided; installation area shall be free from debris before installation commences.

Non-Standard installation services shall include the following:

Overtime (more than 8 daily working hours), nights, weekends or holidays; on any non-ground floor or requiring product to be stair carried; outside trades for install completion (i.e. electricians); in a clinical or medical environment; subject to unique restrictions or limits established by local laws, statutes and/or ordinances, including, but not limited to, restrictions on transportation of materials and/or access to job site/dock facilities; payment of prevailing wage and/or union labor rates; acquisition of permits; delays greater than one hour outside the control of the contractor due to security requirements and/or otherwise impeded or delayed by outside agents or conditions; delays due to construction completion or facility access; changes outside the awarded scope of work directed by an authority authorized to make changes to the awarded contract.

All quotes will be required to identify the standard or non-standard rate; non-standard quotes will require a brief description of justification for the non-standard rate. Upon award and submission to Maxon Furniture for processing a copy of the original agency quote is required for all service rates (in whole hours only) itemized services rates are required either on the purchase order or servicing dealer quote in the following (or similar) formatted examples:

- Standard Installation-5 installers @ \$55 per hour for 10 hours-\$2,750.00
- Non-Standard Installation-2 installers @ \$65 per hour for 5 hours-\$650.00 with a brief justification for the non-standard rate quoted
- Design-10 hours @ \$65 per hour-\$650.00
- Reconfiguration-5 installers @ \$65 per hour for 5 hours-\$1,625.00